

Training Class Checklist

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After creating your Training Class, double check it for missing elements, relevance, and clarity using this checklist.

| | YES | NO |
|---|--------------------------|--------------------------|
| The lesson plan clearly states one or more learning objectives. | <input type="checkbox"/> | <input type="checkbox"/> |
| Each lesson's objectives are based on the course objectives. | <input type="checkbox"/> | <input type="checkbox"/> |
| The objectives state the conditions under which the objectives will be achieved and the criteria by which achievement will be measured. | <input type="checkbox"/> | <input type="checkbox"/> |
| The introduction contains information that motivates participants and orients them to the lesson objectives. | <input type="checkbox"/> | <input type="checkbox"/> |
| The number of teaching points is appropriate to meet the objectives within the allotted time frame. | <input type="checkbox"/> | <input type="checkbox"/> |
| Teaching/learning activities and techniques are based on learning objectives. | <input type="checkbox"/> | <input type="checkbox"/> |
| The lesson plan employs a variety of teaching/learning activities. | <input type="checkbox"/> | <input type="checkbox"/> |
| Teaching and learning techniques are relevant to learners' needs and the learning domain (knowledge, skill, attitude). | <input type="checkbox"/> | <input type="checkbox"/> |
| Learners are given ample opportunity to participate and to apply what they learn. | <input type="checkbox"/> | <input type="checkbox"/> |
| The lesson plan provides for individualized learning (if needed). | <input type="checkbox"/> | <input type="checkbox"/> |
| The media chosen are appropriate for the learning domain, budget, and learners' needs. | <input type="checkbox"/> | <input type="checkbox"/> |
| The summary reinforces and pulls together the learning points. | <input type="checkbox"/> | <input type="checkbox"/> |
| Time frame and transitions are noted between major topical areas. | <input type="checkbox"/> | <input type="checkbox"/> |
| Segments within the lesson plan are long enough to accomplish the objective and short enough to keep the learners' attention. | <input type="checkbox"/> | <input type="checkbox"/> |
| Lessons are designed to provide variety and flexibility. | <input type="checkbox"/> | <input type="checkbox"/> |
| Both formative and summative evaluations are planned for each learning objective. | <input type="checkbox"/> | <input type="checkbox"/> |
| Ample time is allowed for participants to process information and integrate it with their own experiences. | <input type="checkbox"/> | <input type="checkbox"/> |
| Post-tests are oriented to the objectives (i.e. knowledge topics require knowledge-based tests; skills topics require skill-based tests). | <input type="checkbox"/> | <input type="checkbox"/> |